Guidelines for Success

- ➢ Partner with a Co-Facilitator
  - o This can be a true partnership, or
  - o One person is the Lead Facilitator, and the Co-Facilitator steps into the leadership role after a set number of years serving in that role. In the meantime, the Co-Facilitator partners with the Lead Facilitator to accomplish tasks.
- ➢ Develop a plan for informing and updating new team members, as well as new staff members each year.
- ➢ Action Plan
  - o Have your team's Action Plan accessible at each team meeting. The Action Plan items drive each meeting agenda.
  - o Review progress, update, and/or develop a new Action Plan if the previous Action Plan has been accomplished. Again, your meeting minutes will document your Action Plan progress.
- ➢ Team Notebook – suggested components
  - o Make it accessible to your team
  - o Organize according to MBI Critical Components:
    - ▪ Commit to a common purpose and approach to discipline— one that creates a safe and welcoming culture = *Statement of Purpose*
    - ▪ Establish and maintain team… with administrator support, participation and leadership = *Team Members, Roles and Responsibilities*
    - ▪ Establish a clear set of positive expectations and behaviors = *Universal Expectations*
    - ▪ Establish procedures for teaching expected behavior = *Matrix and Plan for Teaching Expectations*
    - ▪ Establish a continuum of procedures for encouraging expected behaviors = *Student and Staff Recognition System – description and examples*
    - ▪ Establish a continuum of procedures for discouraging inappropriate behaviors = *ODRs, Major and Minor offenses, and any description of the system for managing behavior*
    - ▪ Establish procedures for ongoing assessment and data-based decision-making = *Data Collection system – SAS, TIC,*

School Climate or Safety Survey, My Voice Survey, In-District Survey

- o *Meeting Minutes*
    - ▪ *Keep your consultant informed by sharing meeting minutes with him or her when you send minutes out to the team and post for the staff.*
    - ▪ *When learning to utilize the TIPS Minutes Form, use your consultant as a resource.*
- ➢ *Make a basic copy of the team notebook for the staff to access.*
    - ▪ *Statement of Purpose*
    - ▪ *List of Team Members and Roles*
    - ▪ *Minutes*
    - ▪ *Expectations*
    - ▪ *Matrix and Teaching Expectations Plan*
    - ▪ *Recognition System*
    - ▪ *ODR template, Definition of Majors and Minors, etc.*
    - ▪ *Data – survey results*